

mistywest

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mistywest.com

MistyWest Code of Conduct

Purpose

The purpose of the Code of Conduct is to establish a set of foundational ground rules for personal and interpersonal behaviours expected of all Westies, in an effort to help foster a safe and inclusive workplace where we can all thrive. For internal interpersonal relationships it defines the respectful and courteous way that Westies must always treat one another; for external relationships it defines the high standard of ethical business conduct that all Westies must demonstrate.

Who Must Follow Our Code?

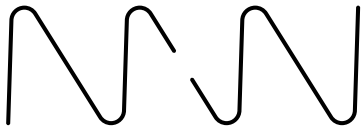
We expect all of our employees and directors to know and follow the Code. Moreover, while the Code is specifically written for Westies, we expect all MistyWest contractors, consultants, and others who may be temporarily assigned to perform work or services for MistyWest to follow the Code in connection with their work for us. Failure of a MistyWest contractor, consultant, or other covered service provider to follow the Code can result in termination of their relationship with MistyWest.

Inclusive Workplace

Fostering an inclusive environment requires recognition that diversity of lived experiences creates differences in reasonable expectations in social interactions. All Westies must strive to recognize and respect these differences. Westies are expected to be knowledgeable and sensitive to these differences, and to adapt their own behaviour to accommodate clear and reasonable requests by others. If you experience an uncomfortable social interaction and want assistance in finding a way to navigate it, please contact a Mediator.

Harassment, Discrimination & Retaliation

MistyWest prohibits discrimination and harassment in any form. If you believe you've been discriminated against or harassed by either a person or policy at MistyWest, or by a MistyWest partner or vendor (or have witnessed what you believe to be harassment), we strongly encourage you to immediately report the incident. Retaliation of any kind for reporting a suspected or actual violation of this Code is itself a violation of this Code.



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Safe Workplace

MistyWest puts the psychological and physical safety of its team as a top priority. We have a zero tolerance policy for physical violence in any form, whether it be directed internally towards a member of the team or externally to clients, peers, individuals or groups in the community. Physical violence is considered grounds for immediate dismissal or severing of the professional relationship.

Drugs and Alcohol

Use of alcohol and cannabis is not restricted outside core office hours at MistyWest. However, all Westies and guests are expected to exercise fair judgment and never consume in a way that leads to impaired performance, endangers the physical or psychological safety of yourself or others, or violates the law.

Privacy & Confidentiality

Every Westie has a reasonable right to privacy regarding their personal information including government issued-identifiers like Social Insurance Number, private health concerns or conditions, and security/protection of personal files, passwords and credentials. Every Westie is expected to exercise extreme caution and follow best practices when communicating private information.

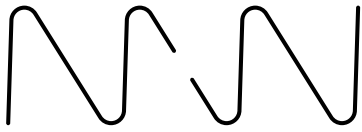
This protection extends to external collection of data from customers, clients and the community at large, which must be in compliance with General Data Protection Regulation (GDPR) standards. MistyWest's intellectual property rights, and those of our clients (our trademarks, logos, copyrights, trade secrets, "know-how", and patents) are among our most valuable assets. Westies must respect all copyright and other intellectual property laws, including laws governing the fair use of copyrights, trademarks, and brands.

Media & Outside Communications

We strive to communicate messaging that is clear, cohesive and aligned with our values. Every Westie should ensure their outside communications (including online and social media posts including photos) do not disclose confidential proprietary information, client IP or represent (or otherwise give the impression) that you are speaking on behalf of MistyWest unless you're authorized and trained to do so by the company.

Conflicts of Interest

Every Westie should conduct themselves to a high degree of integrity, honesty and transparency. If you are in a situation in which competing loyalties could cause you to pursue a personal benefit for you, your friends, or your family, at the expense of MistyWest or our clients, you may be faced with a conflict of interest. Other types of actual or perceived conflicts are interoffice romantic relationships, accepting gifts, entertainment, and other



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courtesies from clients or competitors (especially when the gift value is high) and misappropriation of company funds, equipment, and other assets for purely personal benefit.

Financial Integrity and Accountability

Each person at MistyWest – not just those in Finance – has a role in making sure that money is appropriately spent, our financial records are complete and accurate, and internal controls are honored. MistyWest maintains a system of individual autonomy in making purchasing decisions, tempered with personal accountability for those decisions. Westies are required to follow the corporate purchasing best practices so the company may act in compliance with all legal, accounting, tax, and other regulatory requirements.

Conclusion

It's impossible to spell out every possible ethical scenario we might face in the course of employment at MistyWest. Instead, we rely on each Westie's good judgment to uphold a high standard of integrity for ourselves and our company. We expect all Westies to be guided by both the letter and the spirit of this Code. Sometimes, identifying the right thing to do isn't an easy call. If you aren't sure, don't be afraid to ask questions and seek clarity from the appropriate role.

Attribution

This Code of Conduct is adapted from:

[Contributor Covenant, version 1.4](#)

[18F Code of Conduct](#)

[We All JS Code of Conduct](#)

[Google Code of Conduct](#)